

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE

QUARTERLY MEETING – October 19, 2011

University of Illinois Chicago

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Susan Courson, Janet Davis, Gary Fry, Debra Hilligoss, James Jones Darlene Kendall, Kim Kirchner, Paul Kruszynski, Richard Marr, LaTania Milner, Cristina Milliken, Vicki Nelson, Denise Rothenbach, David Ryan, Peter Skrypkun

Absent: Linda Wense

Guests: None

Report of Designated Employer Representative (DER) of Host Campus –

Ms. La Donna Hudson, Director of Human Resource Operations, VCAS, welcomed the EAC committee to Chicago and thanked the UIC members and the committee for their hard work and dedication.

Ms. Hudson gave an update on the PAA issues specifically the examination and conversion of the selected positions as well as those going forward. During this time of transition one challenge is the education of the many misconceptions of the civil service system among the employees. Many do not understand the process for Civil Service and therefore, are apprehensive. Mr. Morelock encouraged everyone to be the change in the culture of the negative perception of Civil Service and educate the employees.

Chicago hosted a diversity summit the previous week for the U of I campuses to focus on diversity awareness.

Minutes:

Sara Clayton made a motion to approve the minutes of the July 2011 meeting. Cris Milliken seconded. A roll call vote was taken.

Maureen Bendoraitis	Aye		Debra Hilligoss	Aye		LaTania Milner	Aye
Julie Benedict	Aye		James Jones	Aye		Vicki Nelson	Aye
Barney Bryson	Aye		Darlene Kendall	Aye		Denise Rothenbach	Aye
Sara Clayton	Aye		Kim Kirchner	Aye		David Ryan	Aye
Susan Courson	Aye		Paul Kruszynski	Aye		Peter Skrypkun	Aye
Janet Davis	Aye		Rick Marr	Aye			
Gary Fry	Aye		Chris Milliken	Aye			

Motion passed.

Approval of Executive Committee Minutes of July 2011

Sara Clayton made a motion to approve the minutes of the July 2011 meeting. Cris Milliken seconded. A roll call vote was taken.

Maureen Bendoraitis	Aye		James Jones	Aye
Barney Bryson	Aye		Kim Kirchner	Aye
Sara Clayton	Aye		Chris Milliken	Aye
Gary Fry	Aye			

Motion passed.

Approval of Election Committee Minutes of July 2011

Sara Clayton made a motion to approve the minutes of the July 2011 meeting. Kim Kirchner seconded.
A roll call vote was taken.

Julie Benedict	Aye	Sara Clayton	Aye
Barney Bryson	Aye	Kim Kirchner	Aye

Motion passed.

Correspondence:

Barney received an email from Linda Wense informing him of a medical procedure and would be unable to attend the October EAC meeting.

Public Comments:

None

Report of Chair – Barney Bryson

Mr. Bryson announced that he would be leaving the EAC committee after the January meeting due to retirement.

Barney also wanted to inform the Committee that he sent a letter to the SUAA as a citizen and not as the EAC chair.

Barney welcomed Abby Daniels, System Office and asked each member to introduce him or herself.

Barney also acknowledged that this was Sara Clayton's last meeting, as she will retire in 1 week. He thanked her for her time and hard work on the EAC committee.

SURS Update

Susan distributed materials containing a schedule for road trips for counseling and education thus far.

There are many trips and only eight counselors. Executive Director Mave wants to increase visibility and communication to schools. SURS is asking that if you are going to work another 2 or 3 years to please hold off counseling until next fall to accommodate the many who will retire by July 1.

Report of Executive Director – Tom Morelock

Review and Discussion of Proposed Rule Changes

Mr. Morelock distributed a handout of the proposed rule changes regarding exemptions, register maintenance, and discharges. Next week will be sent to JCAR. Hopefully the Merit Board can vote on this at the November meeting.

Classification Plan Management

Typing Test – update and revisions

Jeff Brownfield explained that the current typing test is no longer supported by the vendor and showed the new typing test written in Microsoft Silverlight. Changes include, adjustable font size, continual scrolling, wpm not visible, error highlighting no longer to distract, timer is less visible, and ability to cusotmize.

There is still some debate if the typing test is needed or adds value.

Review of new salary data system

Jeff Brownfield gave a review of the current compensation plan and an overview of the new proposed system.

Other Classifications revisions

This year saw an increase in testing and increase in e-testing over paper.

Gary Fry motioned to adjourn and Vicki Nelson seconded.

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Absent: Linda Wense

Continued Director's Report:

Agency Budget Report

This FY is 6% less than last year with most out of contractual services and will transfer line items to continue. The System Office is in the midst of the budget process for FY12.

IBHE has new staff and may need education of the Civil Service System and its purpose.

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

Finalized:

- Eastern Illinois University
- Chicago State University
- System Office

Drafts:

- Northern – requested an extension for response
- University of Illinois Urbana/Champaign – working on analysis of PAA positions and is taking more time
- University of Illinois Springfield – requested an extension

Drafts Pending:

- Northern Illinois University

The job analysis at UIC is going well. A monthly report is submitted to the System Office and the numbers for conversion may not be high at this time; however, keep in mind that many positions may be finishing out the contract date.

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities. Below are a few activities in the following classification series:

The System Office is working on 65 to 70 classifications at this time.

- Administrative Aid, Administrative Assistant and Administrative Program Assistant – Developed class specification and will combine in the coming months. Working with HR departments.
- Cook Series and Food Service – Did not receive a good response with CJASI. System Office will continue to work with Human Resources offices to accommodate access to computers.
- Financial Aid Group, Benefits Counselor, Medical Insurance – CJASI – encourage those in these classes to complete the survey.
- Medical Office Series – combine several into one series
- Crafts and Trades – Revise for the updated certification and code book.
- Pipefitter and Refrigeration Mechanics – Drafted a specification that includes combinations of the pipe trade groups.

Jeff encouraged everyone to talk with their campuses on issues to come up with ways to achieve goals.

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Legal Update

Abby Daniels provided an update of the legal activities.

FY2012

- 10 to 11 up for discharge
- 3 hearing requests

Other Agency Activities

None

Quarterly Employee Data (Discussion Item)

Members reviewed the Quarterly Employee Data report with discussion.

2012 SUCSAC Meeting Dates

It was suggested to move the January EAC meeting to coincide with Merit Board meeting. After discussion, it was decided that it would be too taxing on the System Office and less time for discussion on issues.

Barney asked for members to find ways for new and current members to be allowed to attend the Merit Board meetings when not normally allowed to do so.

2012 Meeting Dates:

January 12 and 13 – Urbana/Champaign

April 19 and 20 Northern Illinois University

July 19 and 20 Illinois State University

October - Dates will be determined at the January meeting to coincide with the Council of Councils at Northeastern Illinois University.

Merit board dates for 2012:

February 15

May 16

August 22

November 14

Sick Leave Bank Policy and Administration

SIU School of Medicine Springfield is in process to implement a policy for a Sick Leave Bank.

Members discussed their respective policies and administration.

Report of Executive Committee

The Executive Committee met October 19 and decided to leave the by-laws as they are currently. Sara encouraged the future EAC chair to express the responsibility of an EAC member and that attendance is essential.

Report of Legislative Committee

James reported that the legislature would go into session next week. James will monitor SB512.

Report of Election Committee

Barney gave the report in Linda's absence.

2011 Election results:

University of Illinois Chicago - Darlene Kendall

University of Illinois Urbana/Champaign – Glen Warfield

Northern Illinois University - Andy Small

SURS and UICDSCC had not held elections in October and will hold special elections.

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Other items:

The committee thanked Sara Clayton for her time, devotion, and hard work on the EAC committee.

Sara Clayton made a motion to adjourn. LaTania Milner seconded. The meeting adjourned.

Respectfully submitted,

Julie Benedict, Secretary

Barney Bryson, Chair